

Routing Documents for Approval

07/08/2004

1.

PRISM - Requisition - Detail - Microsoft Internet Explorer provided by The Department of Treasury

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media

Address: https://prismapp3.publicdel.treas.gov/prism/requisition/requisition_detail.asp

Route Self Approve Suspend Line Items View Form Delete Cancel Load PPT Renumber ?

Requisition Information

Requisition Number: BPD-82000-04-0071 Stage: Requisition Number of Items: 1

Version: BASE-In Progress Net View: Off Total Amount: \$600.00

Commitment: \$600.00

General Information

Owner: TRAIN TRAIN01

Requisition Date: 07/07/2004

Requisitioner: TRAIN01

Buyer:

Originating Office: BPD Edit

Primary Product / Service Code: PR

Received Date:

Click "Route"

2.

PRISM - Create Route List - Microsoft Internet Explorer provided by The Department of Treasury

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Back Forward Stop Search Favorites Media

Address: https://prismapp3.publicdel.treas.gov/prism/route/choose/route_choose.asp

Review / Approval Selection

☒ For Approval

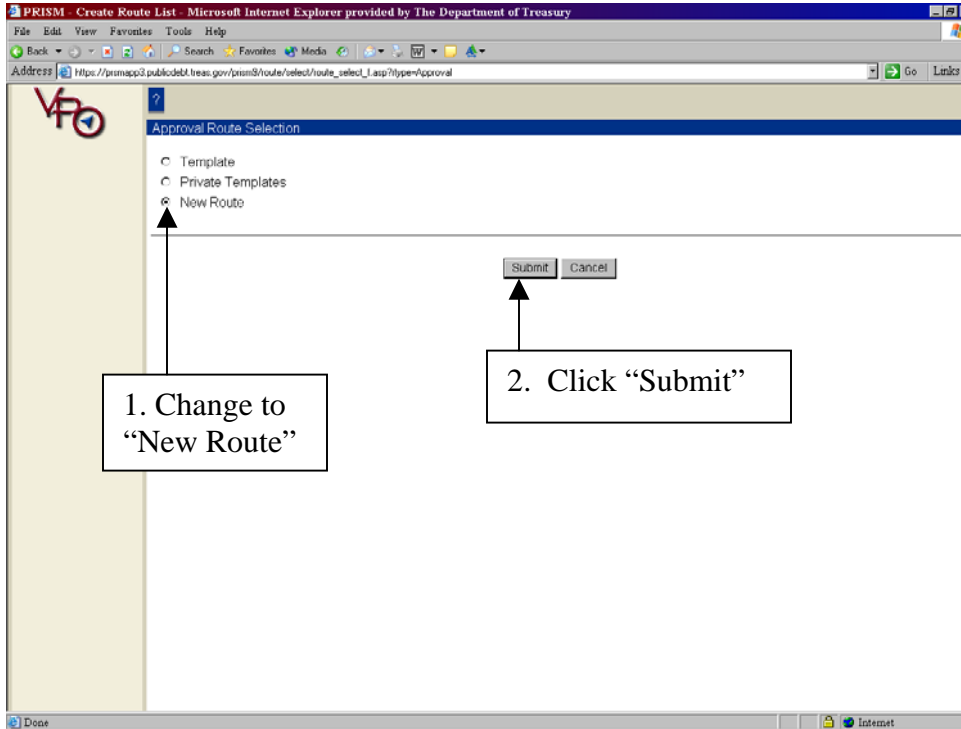
☐ For Review

Submit Cancel

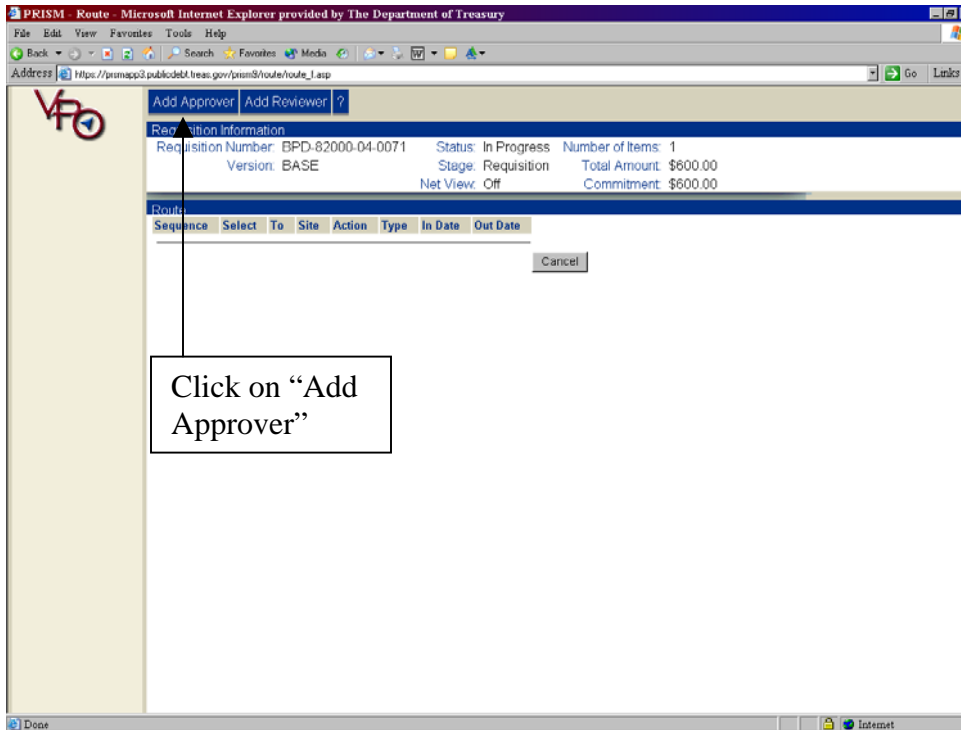
Leave on "For Approval"

Click "Submit"

3.



4.



5.

PRISM - Add User To Route - Microsoft Internet Explorer provided by The Department of Treasury

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Back Forward Stop Search Favorites Media

Address https://prismapp3.publicdel.treas.gov/prism8/route/route_add_f.asp?type=APP

Add User to Route

Search: For:

Route Role: Options: Max Results: Results per Page:

User ID	First Name	Middle Initial	Last Name	Site
B.J.WOODYARD	BRIAN	J	WOODYARD	BPD
CALHMS	CHERYL	D	ADAMS	BPD
GSPINDLE	GERALD	A	SPINDLER	BPD
JKOWALCZ	JOHN	A	KOWALCZYK	BPD
JMCLAUGH	JIM		MCLAUGHLIN	BPD
K.HUGHES	KELLY	J	HUGHES	BPD
KMATHERS	KIM		MATHERS	BPD
PMCDANIE	PHILIP	E	MCDANIEL	BPD
TRAIN01	TRAIN		TRAIN01	BPD

Page 1 of 1

Done Internet

Type "User ID" in For field then click "Display."

Click "User ID"

6.

PRISM - Route - Microsoft Internet Explorer provided by The Department of Treasury

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Back Forward Stop Search Favorites Media

Address https://prismapp3.publicdel.treas.gov/prism8/route/route_1.asp?button=add

Add Approver Add Reviewer Move Up Move Down Delete Delete Route ?

Requisition Information

Requisition Number: BPD-82000-04-0071 Status: In Progress Number of Items: 1
 Version: BASE Stage: Requisition Total Amount: \$600.00
 Net View: Off Commitment: \$600.00

Sequence	Select	To	Site	Action	Type	In Date	Out Date
1	<input checked="" type="checkbox"/>	BRIAN J WOODYARD	BPD	Ready to send	Approval		

Send Save Cancel

Done Internet

Click on "Add Approver"

7.

PRISM - Add User To Route - Microsoft Internet Explorer provided by The Department of Treasury

Address: https://prismapp3.publicdel.treas.gov/prism3/route/route_add.asp?type=PPP

Add User To Route

Search: **User ID** For: GSPINDLE Display Cancel

Route Role: All Options: Current Site Max Results: 100 Results per Page: 10

User ID	First Name	Middle Initial	Last Name	Site
B.WOODYA	BRIAN	J	WOODYARD	BPD
CADAMS	CHERYL	D	ADAMS	BPD
GSPINDLE	GERALD	A	SPINDLER	BPD
J.KOWALCZ	JOHN	A	KOWALCZYK	BPD
J.MCLAUGH	JIM		MCLAUGHLIN	BPD
K.HUGHES	KELLY	J	HUGHES	BPD
K.MATHERS	KIM		MATHERS	BPD
P.MCDANIE	PHILIP	E	MCDANIEL	BPD
TRAIN01	TRAIN		TRAIN01	BPD

Page 1 of 1

Click "User ID"

Type "User ID" in For field then click "Display."

8.

PRISM - Route - Microsoft Internet Explorer provided by The Department of Treasury

Address: https://prismapp3.publicdel.treas.gov/prism3/route/route_1.asp?button=add

Add Approver Add Reviewer Move Up Move Down Delete Delete Route ?

Requisition Information

Requisition Number: BPD-82000-04-0071 Status: In Progress Number of Items: 1

Version: BASE Stage: Requisition Total Amount: \$600.00

Net View: Off Commitment: \$600.00

Route

Sequence	Select	To	Site	Action	Type	In Date	Out Date
1	<input type="checkbox"/>	BRIAN J WOODYARD	BPD	Ready to send	Approval		
	<input checked="" type="checkbox"/>	GERALD A SPINDLER	BPD	Ready to send	Approval		

Send Save Cancel

Click on "Add Approver"

9.

PRISM - Add User To Route - Microsoft Internet Explorer provided by The Department of Treasury

Address: https://prismapp3.publicdel.treas.gov/prism3/route/route_add.asp?type=PPP

Add User To Route

Search: User ID For: KJHUGHES Display Cancel

Route Role: All Options: Current Site Max Results: 100 Results per Page: 10

User ID	First Name	Middle Initial	Last Name	Site
KJHUGHES	KELLY	J	HUGHES	BPD

Page 1 of 1

Click "User ID"

Type "User ID" in For field then click "Display."

10.

PRISM - Route - Microsoft Internet Explorer provided by The Department of Treasury

Address: https://prismapp3.publicdel.treas.gov/prism3/route/route_1.asp?button=add

Add Approver Add Reviewer Move Up Move Down Delete Delete Route ?

Requisition Information

Requisition Number: BPD-82000-04-0071 Status: In Progress Number of Items: 1

Version: BASE Stage: Requisition Total Amount: \$600.00

Net View: Off Commitment: \$600.00

Sequence	Select	To	Site	Action	Type	In Date	Out Date
1	<input type="checkbox"/>	BRIAN J WOODYARD	BPD	Ready to send	Approval		
	<input type="checkbox"/>	GERALD A SPINDLER	BPD	Ready to send	Approval		
	<input checked="" type="checkbox"/>	KELLY J HUGHES	BPD	Ready to send	Approval		

Send Save Cancel

Click "Send" if more approvers need to be added click "Add Approvers."

11.

PRISM - Route - Comments - Microsoft Internet Explorer provided by The Department of Treasury

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Back Forward Stop Search Favorites Media

Address https://prismapp3.publicdebt.treas.gov/prism3/route/route_comment_1.asp Go Links

Requisition Information

Requisition Number: BPD-82000-04-0071	Status: In Progress	Number of Items: 1
Version: BASE	Stage: Requisition	Total Amount: \$600.00
	Net View: Off	Commitment: \$600.00

Originator Comments

Optional comments (up to 2000 characters):

Click Add Comments to include COMMENTS.

Enter comments in box then click "Add Comments." If comments are not needed click "Skip Comments."

Done Internet

12.

PRISM - Requisition - Detail - Microsoft Internet Explorer provided by The Department of Treasury

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Back Forward Stop Search Favorites Media

Address https://prismapp3.publicdebt.treas.gov/prism3/requisition/reqgeneral/reqgen_detail_1.asp Go Links

Requisition Information

Requisition Number: BPD-82000-04-0071	Stage: Requisition	Number of Items: 1
Version: BASE-Pending	Net View: Off	Total Amount: \$600.00
		Commitment: \$600.00

General Information

Owner: TRAIN TRAIN01
 Requisition Date: 07/07/2004
 Requisitioner: TRAIN TRAIN01
 Buyer:
 Source PPT Name: (None)
 Primary Product / Service Code: PR
 Primary Product / Service Code Description: PURCHASE REQUEST
 Received Date:
 Originating Office Code: BPD
 Name: BUREAU OF PUBLIC DEBT
 Address: 200 THIRD STREET
 City: PARKERSBURG
 State: WV
 Zip: 26101
 Country: USA

Verify version changes to Base-Pending.

Done Internet